

**GRANT AGREEMENT for a:**

**Project with multiple beneficiaries under the ERASMUS+ Programme**

**AGREEMENT NUMBER: 2014-1-IS01-KA202-000180**

**Rannís, Icelandic Centre for Research / Icelandic Erasmus+ National Agency**

Public institution

Id nr: 531094-2129

Dunhagi 5, 107 Reykjavík (until December 2014)

Borgartún 30, 105 Reykjavík (from January 2015)

VAT nr: 47001,

The **National Agency** (hereinafter referred to as "the NA"), represented for the purposes of signature of this Agreement by Ágúst Hjörtur Ingþórsson, Director, and Margrét Jóhannsdóttir Erasmus+ Vocational Education and Training coordinator, acting under delegation by the European Commission, hereinafter referred to as "the Commission".

on the one part,

**and**

**VERKMENNTASKÓLINN Á AKUREYRI**

Registration No: 531083 0759

Address: Hringteigur 2, 600 Akureyri, Iceland

PIC number: 947240309

hereinafter referred to as "the coordinator", represented for the purposes of signature of this Agreement by Mr. Hjalti Jón Sveinsson, Principal

and the following other beneficiaries:

**Charlottenlund Upper Secondary School**

Registration No: 996772772

Address: Yrkesskoleveien 16, 7458 Trondheim, Norway

PIC number: 946811860

**IFSAT Foundation**

Registration No:

Address: Grote Poortstraat 13, 3841 AK Harderwijk, Netherlands

PIC number: 941465608

**Axxell Utbildning AB**

Registration No: 2064886-7

Address: PB 62, 10301 Karis, Finland

PIC number: 947798059

**EPLEFPA Jules Rieffel**

Registration No: 194420618

Address: 5 rue de la Syonnière, 44817 SAINT HERBLAIN, France

PIC number: 948272001

**Broadshoulders Ltd**

Registration No: 07751135

Address: 1 Maund Bryan Cottage, HR1 3JB Hereford, United Kingdom

PIC number: 940979347

represented for the purposes of signature of this Agreement by Mr. Hjalti Jón Sveinsson, Principal

hereinafter referred to collectively as “the beneficiaries”, and individually as “beneficiary” for the purposes of this Agreement where a provision applies without distinction between the coordinator or another beneficiary,

on the other part,

**HAVE AGREED**

to the Special Conditions (hereinafter referred to as “the Special Conditions”) Part I, the General Conditions (hereinafter referred to as “the General Conditions”) Part II and the following Annexes:

Annex I Description of the Project – sections D, E, F and G of the grant application

Annex II Estimated budget

Annex III Financial and contractual rules

Annex IV Templates for agreements documents to be used between beneficiaries and participants *[if applicable]*

Annex V Mandates provided to the coordinator by the other beneficiaries

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the General Conditions, as published on <http://www.erasmusplus.is/GeneralConditions>

The terms set out in the Special Conditions and in the General Conditions shall take precedence over those set out in the Annexes.

The terms set in Annex III shall take precedence over those set out in the other Annexes.

The terms set in Annex II shall take precedence over those set in Annex I.

## **PART I - SPECIAL CONDITIONS**

### **ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT**

**I.1.1** The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project entitled “**WorkQual - Workmentoring within a quality management system. Structure for cooperation between school and small and medium-sized Enterprises (SMEs)**” under the Erasmus+ Programme, Key Action 2: Strategic Partnerships, as described in Annex I.

**I.1.2** With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

### **ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION**

**I.2.1** The Agreement shall enter into force on the date on which the last party signs.

**I.2.2** The Project shall run between **01.09.2014** and **31.08.2016** both inclusive.

### **ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT**

#### **I.3.1 Maximum grant awarded**

The grant shall be of a **maximum amount of EUR 187.235.-** and shall take the form of unit contributions and reimbursement of eligible costs actually incurred in accordance with the following provisions:

- (a) eligible costs as specified in Article II.16;
- (b) estimated budget as specified in Annex II;
- (c) financial rules as specified in Annex III.

#### **I.3.2 Budget transfers**

Without prejudice to Article II.10 and provided that the Project is implemented as described in Annex I, beneficiaries is allowed to adjust the estimated budget set out in Annex II, by transfers between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.11 provided that the following rules are respected:

- (a) The beneficiaries are allowed to transfer up to 20% of the funds allocated for Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation costs and Exceptional costs.

- (b) Any budget transfer shall result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II.
- (c) The beneficiaries are allowed to transfer funds allocated for any budget category to the budget category Special needs support, even if no funds are allocated for Special needs support as specified in Annex II. In such case the maximum increase of 20% of the budget category Special needs support shall not apply.
- (d) By derogation to point (a) of the present Article, the beneficiaries are allowed to transfer funds allocated for any budget category except Special needs support to the budget category Exceptional costs in order to contribute to the costs of a financial guarantee in so far as required by the NA in Article I.4.1 and even if no funds are allocated for Exceptional costs as specified in Annex II. In such case the maximum increase of 20% of the budget category Exceptional costs shall not apply.

## **ARTICLE I.4 –REPORTING AND PAYMENT ARRANGEMENTS**

The following reporting and payment provisions shall apply:

### **I.4.1 First pre-financing payment**

The pre-financing is intended to provide the beneficiaries with a float.

The NA shall pay the first pre-financing to the coordinator in two instalments as follows:

- Within 30 days following the entry into force of the Agreement a first payment of **EUR 93.618.-** corresponding to 50% of the maximum grant amount specified in Article I.3.1;

### **I.4.2 Interim report and second pre-financing payment**

By 01 October 2015, the coordinator shall complete an interim report on the implementation of the Project in the Mobility Tool covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to 31 August 2015.

In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report shall be considered as a request for a further pre-financing payment and shall specify the amount requested up to **EUR 56.171.-** corresponding to 30% of the total maximum amount specified in Article I.3.1.

Where the interim report shows that less than 70% of the previous pre-financing payment paid has been used to cover costs of the Project, the coordinator shall submit a further interim report once at least 70 % of the amount of first pre-financing payment has been used, which shall be considered as a request for a further pre-financing payment and shall specify the

amount requested **EUR 56.171.-** corresponding to 30% of the maximum amount specified in Article I.3.1.

Without prejudice to Articles II.17.2 and II.17.3 and following approval of the report by the NA, the NA shall pay to the coordinator the further pre-financing payment within 60 calendar days on receipt of the interim report completed in Mobility Tool.

#### **I.4.3 Final report and request for payment of the balance**

Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator shall complete a final report on the implementation of the Project in the Mobility Tool. This report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Article II.16 and Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator shall certify that the information provided in the request for payment of the balance is full, reliable and true. It shall also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.20.

#### **I.4.4 Payment of the balance**

The payment of the balance, which may not be repeated, is intended to reimburse or cover after the end of the period set out in Article I.2.2 the remaining part of the eligible costs incurred by the beneficiaries for its implementation.

Without prejudice to Articles II.17.2 and II.17.3, on receipt of the documents referred to in the final report, the NA shall pay the amount due as the balance within 60 calendar days.

This amount shall be determined following approval of the final report and in accordance with the fourth subparagraph. Approval of the final report shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

The amount due as the balance shall be determined by deducting, from the final amount of the grant determined in accordance with Article II.18, the total amount of pre-financing and interim payments already made. Where the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.18, the payment of the balance may take the form of a recovery as provided for by Article II.19.

#### **I.4.5 Non – submission of documents**

Where the coordinator has failed to submit an interim report due or final report accompanied by the documents referred to above, the NA shall send a formal reminder within 15 calendar

days of the deadline. If the coordinator still fails to submit such a request within 30 calendar days following this reminder, the NA reserves the right to terminate the Agreement in accordance with Article II.15.2.1(b), and request the reimbursement of the full amount of pre-financing payments in accordance with Article II.19.

#### **I.4.6 Language of requests for payments and reports**

The coordinator shall submit all requests for payments and reports in English.

### **ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS**

All payments shall be made to the coordinator's bank account as indicated below:

Name of bank: Íslandsbanki

Address of branch: Skipagötu 14, 600 Akureyri, Iceland

Precise denomination of the account holder: Verkmennaskólinn á Akureyri

Full account number (including bank codes): 565 38 710390

IBAN code: IS78 0565 3871 0390 5310 8307 59

### **ARTICLE I.6 - DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES**

#### **I.6.1 Data controller**

The entity acting as a data controller according to Article II.6 shall be: The Icelandic supervising body for data protection (Persónuvernd).

#### **I.6.2 Communication details of the NA**

Any communication addressed to the NA shall be sent by the coordinator to the following address:

Rannís / Landskrifstofa Erasmus+  
Dunhagi 5, 107 Reykjavík (until December 2014)  
Borgartún 30, 105 Reykjavík (from January 2015)  
E-mail address: [erasmusplus@rannis.is](mailto:erasmusplus@rannis.is)

#### **I.6.3 Communication details of the beneficiaries**

Any communication from the NA to the beneficiaries shall be sent to the coordinator at the following address:

Verkmennaskólinn á Akureyri  
Jóhannes Árnason, Project coordinator  
Hringteigur 2, 600 Akureyri, Iceland  
[jarn@vma.is](mailto:jarn@vma.is)

## **ARTICLE I.7 –PROTECTION AND SAFETY OF PARTICIPANTS**

The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries shall ensure that insurance coverage is provided to participants involved in mobility activities abroad.

## **ARTICLE I.8 - APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

**I.8.1** The Agreement is governed by Icelandic law.

**I.8.2** The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

## **ARTICLE I.9 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In addition to the provision of Article II.8.3, if the beneficiaries produce educational materials under the scope of the Project, such materials shall be made available through the Internet, free of charge and under open licenses<sup>1</sup>.

## **ARTICLE I.10 – USE OF IT TOOLS**

### **I.10.1 Mobility Tool**

The coordinator is required to make use of the web based Mobility Tool to record all information in relation to the mobility activities undertaken under the Project, including activities with a zero grant from EU funds and to complete and submit the Interim and Final reports.

### **I.10.2 Dissemination Platform**

The coordinator shall input the deliverables of the Project in the programme Dissemination Platform on the website <http://ec.europa.eu/programmes/erasmus-plus/projects/> in accordance with the instructions provided in the Dissemination Platform.

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<sup>1</sup>Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work. An open licence must be associated to each resource produced. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR).



The approval of the final report will be subject to the upload of the Project deliverables in the Dissemination Platform by the time of submission of the final report.

#### **ARTICLE I.11 – ADDITIONAL PROVISIONS ON SUBCONTRACTING**

By way of derogation to the provisions set out in Article II.10, the beneficiaries shall not subcontract any activities funded from the budget category Intellectual outputs.

By way of derogation, the provisions set out in points (c) and (d) of Article II.10.2 shall not apply to any of the budget categories except Exceptional costs.

#### **ARTICLE I.12 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES**

The financial responsibility of each beneficiary other than the coordinator shall be limited to the amount received by the beneficiary concerned.

#### **ARTICLE I.13 - NOT APPLICABLE PROVISIONS FROM THE GENERAL CONDITIONS**

The following provisions of Part II - General Conditions of this Agreement shall not apply:  
Articles II.16.2.1 & II.16.2.2 & II.16.2.3 & II.16.2.4 & II.16.2.6  
Articles II.16.4.1 & II.16.4.2 & II.16.4.3 & II.16.4.5

#### **ARTICLE I.14 - SUPPORT TO PARTICIPANTS**

Where the implementation of the Project requires giving support to participants, the beneficiaries shall give such support in accordance with the conditions specified in Annexes I and IV, which shall at least contain:

- (a) the maximum amount of financial support, which shall not exceed EUR 60 000 for each participant;
- (b) the criteria for determining the exact amount of the support;
- (c) the activities for which the participant may receive support, on the basis of a fixed list;
- (d) the definition of the persons or categories of persons which may receive support;
- (e) the criteria for giving the support.

In accordance with the documents provided in Annex IV, the beneficiaries shall

- Either transfer the financial support for the budget categories travel, individual support in full to the participants of Transnational learning/teaching/training activities, applying the rates for unit contributions as specified in Annex III;
- Or provide the support for the budget categories travel, individual support to participants of Transnational learning/teaching/training activities in the form of a contribution in kind or if it is pre-financed by the participant, in the form of a refund

of these costs in accordance with the institution/organisation's internal regulation. In such case, the beneficiaries shall ensure that the provision of travel, subsistence and linguistic support will meet the necessary quality and safety standards.

The beneficiaries may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case the conditions applicable to each option shall be applied for the budget categories to which the respective option is applied.

## SIGNATURES & DATES

For the co-ordinator

\_\_\_\_\_  
Hjalti Jón Sveinsson, Principal

\_\_\_\_\_  
Date

For the NA

\_\_\_\_\_  
Ágúst Hjörtur Ingbórsson, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Margrét Jóhannsdóttir  
Erasmus+ Vocational Education and  
Training coordinator

\_\_\_\_\_  
Date

## **PART II**

### **GENERAL CONDITIONS**

#### **PART A – LEGAL AND ADMINISTRATIVE PROVISIONS**

#### **ARTICLE II.1 – GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES**

##### **II.1.1 General obligations and role of the beneficiaries**

The beneficiaries shall:

- (a) be jointly and severally responsible for carrying out the Project in accordance with the terms and conditions of the Agreement;
- (b) be responsible for complying with any legal obligations incumbent on them jointly or individually;
- (c) make appropriate internal arrangements for the proper implementation of the Project, consistent with the provisions of this Agreement; where provided for in the Special Conditions, those arrangements shall take the form of an internal co-operation agreement between the beneficiaries.

##### **II.1.2 General obligations and role of each beneficiary**

Each beneficiary shall:

- (a) inform the coordinator immediately of any change likely to affect or delay the implementation of the Project of which the beneficiary is aware;
- (b) inform the coordinator immediately of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
- (c) submit in due time to the coordinator:
  - (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
  - (ii) all the necessary documents in the event of audits, checks, evaluation and monitoring in accordance with Articles II.20 and II.21.
  - (iii) any other information to be provided to the NA according to the Agreement, except where the Agreement requires that such information is submitted directly by the beneficiary to the NA.

##### **II.1.3 General obligations and role of the coordinator**

The coordinator shall:

- (a) monitor that the Project is implemented in accordance with the Agreement;
- (b) be the intermediary for all communications between the beneficiaries and the NA, except where provided otherwise in the Agreement, and, in particular, the coordinator shall:
  - (i) immediately provide the NA with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries, or to any event likely to affect or delay the implementation of the Project, of which the coordinator is aware;
  - (ii) bear responsibility for supplying all documents and information to the NA which may be required under the Agreement, except where provided otherwise in the Agreement; where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the NA;
- (c) make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) establish the requests for payment in accordance with the Agreement;
- (e) where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay. The coordinator shall make all payments the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.20.
- (f) bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Articles II.20 and II.21.

The coordinator shall not subcontract any part of its tasks to the other beneficiaries or to any other party.

## **ARTICLE II.2 – COMMUNICATIONS BETWEEN THE PARTIES**

### **II.2.1 Form and means of communications**

Any communication relating to the Agreement or to its implementation shall be made in writing (in paper or electronic form), shall bear the number of the Agreement and shall be made using the communication details identified in Article I.6.

Electronic communications shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted

without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

Formal notifications shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

### **II.2.2 Date of communications**

Any communication is deemed to have been made when it is received by the receiving party, unless the agreement refers to the date when the communication was sent.

Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in Article I.6. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in Article I.6. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the NA using the postal services is considered to have been received by the NA on the date on which it is registered by the department identified in Article I.6.2.

Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

## **ARTICLE II.3 – LIABILITY FOR DAMAGES**

**II.3.1** The NA and the Commission shall not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the Project.

**II.3.2** Except in cases of force majeure, the beneficiaries shall compensate the NA for any damage sustained by them as a result of the implementation of the Project or because the Project was not implemented or implemented poorly, partially or late.

## **ARTICLE II.4 - CONFLICT OF INTERESTS**

**II.4.1** The beneficiaries shall take all necessary measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (“conflict of interests”).

**II.4.2** Any situation constituting or likely to lead to a conflict of interests during the implementation of the Agreement shall be notified to the NA, in writing, without delay. The beneficiaries shall immediately take all the necessary steps to rectify this

situation. The NA reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

## **ARTICLE II.5 – CONFIDENTIALITY**

**II.5.1** The NA and the beneficiaries shall preserve the confidentiality of any information and documents, in any form, which are disclosed in writing or orally in relation to the implementation of the Agreement and which are explicitly indicated in writing as confidential.

**II.5.2** The beneficiaries shall not use confidential information and documents for any reason other than fulfilling their obligations under the Agreement, unless otherwise agreed with the NA in writing.

**II.5.3** The NA and the beneficiaries shall be bound by the obligations referred to in Articles II.5.1 and II.5.2 during the implementation of the Agreement and for a period of five years starting from the payment of the balance, unless:

- (a) the party concerned agrees to release the other party from the confidentiality obligations earlier;
- (b) the confidential information becomes public through other means than in breach of the confidentiality obligation through disclosure by the party bound by that obligation;
- (c) the disclosure of the confidential information is required by law.

## **ARTICLE II.6 – PROCESSING OF PERSONAL DATA**

### **II.6.1 Processing of personal data by the NA and the Commission**

Any personal data included in the Agreement shall be processed by the NA according to the provisions laid down in national law.

Such data shall be processed by the data controller identified in Article I.6.1 solely for the purposes of the implementation, management and monitoring of the Agreement, without prejudice to possible transmission to the bodies charged with the monitoring or inspection tasks in application of national law applicable to the Agreement.

The beneficiaries shall have the right of access to his/her personal data and the right to rectify any such data. Should the beneficiaries have any queries concerning the processing of his/her personal data, he/she shall address them to the data controller, identified in Article I.6.1.

Any personal data included in the Agreement shall be processed by the Commission pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The beneficiaries shall have the right of recourse at any time to the European Data Protection Supervisor.

## **II.6.2 Processing of personal data by the beneficiaries**

Where the Agreement requires the processing of personal data by the beneficiaries, the beneficiaries may act only under the supervision of the data controller identified in Article I.6.1, in particular with regard to the purpose of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise his or her rights.

The access to data that the beneficiaries grant to their personnel shall be limited to the extent strictly necessary for the implementation, management and monitoring of the Agreement.

The beneficiaries undertake to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned, in order to:

- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
  - (i) unauthorised reading, copying, alteration or removal of storage media;
  - (ii) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
  - (iii) unauthorised persons from using data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data have been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the NA;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design their organisational structure in such a way that it meets data protection requirements.

## **ARTICLE II.7 – VISIBILITY OF UNION FUNDING**

### **II.7.1 Information on Union funding and use of European Union emblem**

Any communication or publication related to the Project, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), shall indicate that the Project has received funding from the Union and shall display the European Union emblem.

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.htm](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm) and [http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf).

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

### **II.7.2 Disclaimers excluding NA and Commission responsibility**

Any communication or publication related to the Project made by the beneficiaries jointly or individually in any form and using any means, shall indicate that it reflects only the author's view and that the NA and the Commission are not responsible for any use that may be made of the information it contains.

## **ARTICLE II.8 – PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

### **II.8.1 Ownership of the results by the beneficiaries**

Unless stipulated otherwise in the Agreement, ownership of the results of the Project, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiaries.

### **II.8.2 Pre-existing industrial and intellectual property rights**

Where industrial and intellectual property rights, including rights of third parties, exist prior to the conclusion of the Agreement, the beneficiaries shall establish a list which shall specify all rights of ownership and use of the pre-existing industrial and intellectual property rights and disclose it to the NA at the latest before the commencement of implementation.

The beneficiaries shall ensure that they have all the rights to use any pre-existing industrial and intellectual property rights during the implementation of the Agreement.

### **II.8.3 Rights of use of the results and of pre-existing rights by NA and the Union**

Without prejudice to Articles II.1.1, II.3 and II.8.1, the beneficiaries grant the Union the right to use the results of the Project for the following purposes:

- (a) use for its own purposes, and in particular, making available to persons working for the NA, Union institutions, agencies and bodies and to Member States' institutions, as well as, copying and reproducing in whole or in part and in unlimited number of copies;



- (b) distribution to the public, and in particular, publication in hard copies and in electronic or digital format, publication on the internet, including on the Europa website, as a downloadable or non-downloadable file, broadcasting by any kind of technique of transmission, public display or presentation, communication through press information services, inclusion in widely accessible databases or indexes;
- (c) translation;
- (d) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (e) storage in paper, electronic or other format;
- (f) archiving in line with the document management rules applicable to the NA;
- (g) rights to authorise or sub-licence the modes of exploitation set out in points (b) and (c) to third parties.

Additional rights of use for the NA and/or the Union may be provided for in the Special Conditions.

The beneficiaries shall warrant that the NA and/or the Union has the right to use any pre-existing industrial and intellectual property rights, which have been included in the results of the Project. Unless specified otherwise in the Special Conditions, those pre-existing rights shall be used for the same purposes and under the same conditions applicable to the rights of use of the results of the Project.

Information about the copyright owner shall be inserted when the result is divulged by the NA and/or the Union. The copyright information shall read: "© – year – name of the copyright owner. All rights reserved. Licenced to –name of the National agency-under conditions" or "© – year – name of the copyright owner. All rights reserved. Licenced to the European Union under conditions."

## **ARTICLE II.9 – AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE PROJECT**

**II.9.1** Where the implementation of the Project requires the procurement of goods, works or services, the beneficiaries shall award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they shall avoid any conflict of interests.

Beneficiaries acting in their capacity of contracting authorities within the meaning of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities within the

meaning of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors shall abide by the applicable national public procurement rules.

**II.9.2** The beneficiaries shall retain sole responsibility for carrying out the Project and for compliance with the provisions of the Agreement. The beneficiaries shall ensure that any procurement contract contains provisions stipulating that the contractor has no rights vis-à-vis the NA under the Agreement.

**II.9.3.** The beneficiaries shall ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.8, II.20 and II.21. are also applicable to the contractor.

## **ARTICLE II.10 – SUBCONTRACTING OF TASKS FORMING PART OF THE PROJECT**

**II.10.1** A "subcontract" is a procurement contract within the meaning of Article II.9, which covers the implementation by a third party of tasks forming part of the Project as described in Annex I.

**II.10.2** Beneficiaries may subcontract tasks forming part of the Project, provided that, in addition to the conditions specified in Article II.9 and the Special Conditions, the following conditions are complied with:

- (a) subcontracting only covers the implementation of a limited part of the Project;
- (b) recourse to subcontracting is justified having regard to the nature of the Project and what is necessary for its implementation;
- (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex II;
- (d) any recourse to subcontracting, if not provided for in Annex I, is communicated by the coordinator and approved by the NA without prejudice to Article II.11.2;
- (e) the beneficiaries ensure that the conditions applicable to them under Article II.7 are also applicable to the subcontractor.

## **ARTICLE II.11 – AMENDMENTS TO THE AGREEMENT**

**II.11.1** Any amendment to the Agreement shall be made in writing.

**II.11.2** An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.

**II.11.3** Any request for amendment shall be duly justified and shall be sent to the other party in due time before it is due to take effect, and in any case one month before the

end of the period set out in Article I.2.2, except in cases duly substantiated by the party requesting the amendment and accepted by the other party.

**II.11.4** A request for amendment on behalf of the beneficiaries shall be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request shall be submitted by all other beneficiaries.

**II.11.5** Amendments shall enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments shall take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

## **ARTICLE II.12 – ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES**

**II.12.1** Claims for payments of the beneficiaries against the NA may not be assigned to third parties, except in duly justified cases where the situation warrants it.

The assignment shall only be enforceable against the NA if it has accepted the assignment on the basis of a written and reasoned request to that effect made by the coordinator on behalf of the beneficiaries. In the absence of such an acceptance, or in the event of failure to observe the terms thereof, the assignment shall have no effect on the NA.

**II.12.2** In no circumstances shall such an assignment release the beneficiaries from their obligations towards the NA.

## **ARTICLE II.13 – FORCE MAJEURE**

**II.13.1** "*Force majeure*" shall mean any unforeseeable exceptional situation or event beyond the parties' control, which prevents either of them from fulfilling any of their obligations under the Agreement, which was not attributable to error or negligence on their part or on the part of subcontractors, affiliated entities or third parties involved in the implementation and which proves to be inevitable in spite of exercising all due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as *force majeure*.

**II.13.2** A party faced with *force majeure* shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

**II.13.3** The parties shall take the necessary measures to limit any damage due to *force majeure*. They shall do their best to resume the implementation of the Project as soon as possible.

**II.13.4** The party faced with *force majeure* shall not be held to be in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

## **ARTICLE II.14 – SUSPENSION OF THE IMPLEMENTATION OF THE PROJECT**

### **II.14.1 Suspension of the implementation by the beneficiaries**

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the Project or any part thereof, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*. The coordinator shall inform the NA without delay, giving all the necessary reasons and details and the foreseeable date of resumption.

Unless the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.15.1, II.15.2 or points (c) or (d) of Article II.15.3.1, the coordinator shall, once the circumstances allow resuming the implementation of the Project, inform the NA immediately and present a request for amendment of the Agreement as provided for in Article II.14.3.

### **II.14.2 Suspension of the implementation by the NA**

**II.14.2.1** The NA may suspend the implementation of the Project or any part thereof:

- (a) if the NA has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the NA suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

**II.14.2.2** Before suspending the implementation the NA shall formally notify the coordinator of its intention to suspend, specifying the reasons thereof, and, in the cases referred to in points (a) of Article II.14.2.1, the necessary conditions for resuming the implementation. The coordinator shall be invited to submit observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the NA decides to stop the suspension procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the NA decides to pursue the suspension procedure, it may suspend the implementation by formally notifying the coordinator thereof,

specifying the reasons for the suspension and, in the cases referred to in points (a) of Article II.14.2.1, the definitive conditions for resuming the implementation or, in the case referred to in point (b) of Article II.14.2.1, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension shall take effect five calendar days after the receipt of the notification by the coordinator or on a later date, where the notification so provides.

In order to resume the implementation, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the NA of any progress made in this respect.

Unless the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.15.1, II.15.2 or points (c) or (i) of Article II.15.3.1, the NA shall, as soon as it considers that the conditions for resuming the implementation have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof and invite the coordinator to present a request for amendment of the Agreement as provided for in Article II.14.3.

### **II.14.3 Effects of the suspension**

If the implementation of the Project can be resumed and the Agreement is not terminated, an amendment to the Agreement shall be made in accordance with Article II.11 in order to establish the date on which the Project shall be resumed, to extend the duration of the Project and to make any other modifications that may be necessary to adapt the Project to the new implementing conditions.

The suspension is deemed lifted as from the date of resumption of the Project agreed by the parties in accordance with the first subparagraph. Such a date may be before the date on which the amendment enters into force.

Any costs incurred by the beneficiaries, during the period of suspension, for the implementation of the suspended Project or the suspended part thereof, shall not be reimbursed or covered by the grant.

The right of the NA to suspend the implementation is without prejudice to its right to terminate the Agreement or the participation of a beneficiary in accordance with Article II.15.3 and its right to reduce the grant or recover amounts unduly paid in accordance with Articles II.18.4 and II.19.

Neither party shall be entitled to claim compensation on account of a suspension by the other party.

## **ARTICLE II.15 – TERMINATION OF THE AGREEMENT**

### **II.15.1 Termination of the Agreement by the coordinator**

In duly justified cases, the coordinator, on behalf of all beneficiaries, may terminate the Agreement by formally notifying the NA thereof, stating clearly the reasons and specifying the date on which the termination shall take effect. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the NA considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the Agreement shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.15.4.

### **II.15.2 Termination of the participation of one or more beneficiaries by the coordinator**

In duly justified cases, the participation of any one or several beneficiaries in the Agreement may be terminated by the coordinator, acting on request of that beneficiary or those beneficiaries, or on behalf of all the other beneficiaries. When notifying such termination to the NA, the coordinator shall include the reasons for the termination of the participation, the opinion of the beneficiary or beneficiaries the participation of which is terminated, the date on which the termination shall take effect and the proposal of the remaining beneficiaries relating to the reallocation of the tasks of that beneficiary or those beneficiaries or, where relevant, to the nomination of one or more replacements which shall succeed that beneficiary or those beneficiaries in all their rights and obligations under the Agreement. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the NA considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the participation shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.15.4.

Without prejudice to Article II.11.2, an amendment to the Agreement shall be made, in order to introduce the necessary modifications.

### **II.15.3 Termination of the Agreement or the participation of one or more beneficiaries by the NA**

**II.15.3.1** The NA may decide to terminate the Agreement or the participation of any one or several beneficiaries participating in the Project, in the following circumstances:

- (a) if a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant;
- (b) if, following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into

question the decision awarding the grant or would result in unequal treatment of applicants;

- (c) if the beneficiaries do not implement the Project as specified in Annex I or if a beneficiary fails to comply with another substantial obligation incumbent on it under the terms of the Agreement;
- (d) in the event of *force majeure*, notified in accordance with Article II.13, or in the event of suspension by the coordinator as a result of exceptional circumstances, notified in accordance with Article II.14, where resuming the implementation is impossible or where the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (e) if a beneficiary is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of any other similar proceedings concerning those matters, or is in an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (f) if a beneficiary or any related person, as defined in the second subparagraph, have been found guilty of professional misconduct proven by any means;
- (g) if a beneficiary is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or in which the Project is implemented;
- (h) if the NA has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;
- (i) if the NA has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement, including in the event of submission of false information or failure to submit required information in order to obtain the grant provided for in the Agreement; or

For the purposes of points (f), (h) and (i), "any related person" shall mean any natural person who has the power to represent the beneficiary or to take decisions on its behalf.

**II.15.3.2** Before terminating the Agreement or the participation of any one or several beneficiaries, the NA shall formally notify the coordinator of its intention to terminate, specifying the reasons thereof and inviting the coordinator, within 45 calendar days from receipt of the notification, to submit observations on behalf of

all beneficiaries and, in the case of point (c) of Article II.15.3.1, to inform the NA about the measures taken to ensure that the beneficiaries continue to fulfil their obligations under the Agreement.

If, after examination of the observations submitted by the coordinator, the NA decides to stop the termination procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the NA decides to pursue the termination procedure, it may terminate the Agreement or the participation of any one or several beneficiaries by formally notifying the coordinator thereof, specifying the reasons for the termination.

In the cases referred to in points (a), (b), (c), (e) and (g) of Article II.15.3.1, the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h) and (i) of Article II.15.3.1, the termination shall take effect on the day following the date on which the formal notification was received by the coordinator.

#### **II.15.4 Effects of termination**

Where the Agreement is terminated, payments by the NA shall be limited to the amount determined in accordance with Article II.18 on the basis of the eligible costs incurred by the beneficiaries and the actual level of implementation of the Project on the date when the termination takes effect. Costs relating to current commitments, which are not due for execution until after the termination, shall not be taken into account. The coordinator shall have 60 calendar days from the date when the termination of the Agreement takes effect, as provided for in Articles II.15.1 and II.15.3.2, to produce a request for payment of the balance in accordance with Article I.4.3 . If no request for payment of the balance is received within this time limit, the NA shall not reimburse or cover any costs which are not included or which are not justified in the interim or final reports approved by it. In accordance with Article II.19, the NA shall recover any amount already paid, if its use is not substantiated by interim or final reports.

Where the participation of a beneficiary is terminated, the beneficiary concerned shall submit to the coordinator a report on the implementation of the Project and, where applicable, a financial statement covering the period from the end of the last reporting period according to Article I.4 for which a report has been submitted to the NA to the date on which the termination takes effect. The documents shall be submitted in due time to allow the coordinator to draw up the corresponding payment request. Only those costs incurred by the beneficiary concerned up to the date when termination of its participation takes effect shall be reimbursed or covered by the grant. Costs relating to current commitments, which were not due for execution until after the termination, shall not be taken into account. The request for payment for the beneficiary concerned shall be included in the next payment request submitted by the coordinator in accordance with the schedule laid down in Article I.4.

Where the NA, in accordance with point (c) of Article II.15.3.1, is terminating the Agreement on the grounds that the coordinator has failed to produce the request for payment and, after a



reminder, has still not complied with this obligation within the deadline set out in Article I.4.5, the first subparagraph shall apply, subject to the following:

- (a) there shall be no additional time period from the date when the termination of the Agreement takes effect for the coordinator to produce a request for payment of the balance in accordance with Article I.4.3; and
- (b) the NA shall not reimburse or cover any costs incurred by the beneficiaries up to the date of termination or up to the end of the period set out in Article I.2.2, whichever is the earlier, which are not included or which are not justified in the interim or final reports.

In addition to the first, second and third subparagraphs, where the Agreement or the participation of a beneficiary is terminated improperly by the coordinator within the meaning of Articles II.15.1 and II.15.2, or where the Agreement or the participation of a beneficiary is terminated by the NA on the grounds set out in points (c), (f), (h) and (i) of Article II.15.3.1, the NA may also reduce the grant or recover amounts unduly paid in accordance with Articles II.18.4 and II.19 in proportion to the gravity of the failings in question and after allowing the coordinator, and, where relevant, the beneficiaries concerned, to submit their observations.

Neither party shall be entitled to claim compensation on account of a termination by the other party

## **PART B – FINANCIAL PROVISIONS**

### **ARTICLE II.16 – ELIGIBLE COSTS**

#### **II.16.1 Conditions for unit contributions**

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- (a) the units must be actually used or produced in the period set out in Article I.2.2.;
- (b) the units must be necessary for implementing the Project or produced by it;
- (c) the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in Article II.16.2

#### **II.16.2 Calculation of unit contributions**

##### **II.16.2.1 Key Action 1 –Adult education**

###### **A. Travel**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the reported travel.
- (c) Supporting documents:
  - For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
  - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

###### **B. Individual support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days/months per participant with the unit contribution applicable per day/month for the receiving country concerned as specified in Annex III of the Agreement.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date.

C. Organisational support

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations in mobility activities with the unit contribution applicable as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date.

D. Course fees

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of days per course with the unit contribution applicable as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has participated in a structured course abroad requiring the payment of a course fee.
- (c) Supporting documents: proof of enrolment in the course and of payment of a course fee in the form of an invoice or other declaration issued and signed by the course provider specifying the name of the participant, the name of the course taken as well as the start and end date of the participant's participation in the course.

## **II.16.2.2 Key Action 1 – Vocational education and training**

A. Travel

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the reported travel.
- (c) Supporting documents:

- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
- In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

#### B. Individual support

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days/months per participant with the unit contribution applicable per day/month for the receiving country concerned as specified in Annex III of the Agreement. In the case of incomplete months for long-term mobilities, the grant amount is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit contribution per month.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date.

#### C. Organisational support

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations in mobility activities with the unit contribution applicable as specified in Annex III of the Agreement. The total number of persons considered for organisational support excludes persons accompanying learners at their activity abroad.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date.

#### D. Linguistic support

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of learners receiving linguistic support with the unit contribution as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken language preparation in the language of instruction of work abroad.
- (c) Supporting documents:

- proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the linguistic support provided, or
- invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
- in case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the participant, specifying the name of the participant, the language taught, the format and duration of the linguistic support received.

### **II.16.2.3 Key Action 1 – Higher education**

#### **Staff mobility**

##### **A. Travel**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participating staff per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the reported travel.
- (c) Supporting documents:
  - For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
  - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

##### **B. Individual support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days per participant with the unit contribution applicable per day for the receiving country concerned as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its start and end date;

## **Student mobility**

### **A. Travel:**

Unit contributions for travel are applicable for sending institutions from outermost Programme countries and regions (outermost regions, Cyprus, Malta, and Overseas Countries and Territories).

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of outbound students per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the student has actually undertaken the reported travel.
- (c) Supporting documents:
  - Documentary evidence issued by the receiving organisation and specifying:
    - the name of the student,
    - the start and end date of the mobility activity abroad in the following format:
      - (i) Transcript of Records (or statement attached to it) in the case of mobility for studies
      - (ii) Traineeship Certificate (or statement attached to it) in the case of mobility for traineeships
  - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

### **B. Individual support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of months per student with the unit contribution applicable per month for the receiving country concerned as specified in Annex III of the Agreement. In the case of incomplete months, the grant amount is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit contribution per month.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the student has actually undertaken the activity abroad.
- (c) Supporting documents:
  - Documentary evidence be issued by the receiving organisation and specifying:
    - the name of the student,

- the start and end date of the mobility activity abroad in the following format:
  - (i) Transcript of Records (or statement attached to it) in the case of mobility for studies
  - (ii) Traineeship Certificate (or statement attached to it) in the case of mobility for traineeships

### **Staff and student mobility**

#### **C. Organisational support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations in mobility activities with the unit contribution applicable as specified in Annex III of the Agreement. The total number of participations considered for the calculation of organisational support includes all students and staff undertaking outbound mobility, including those with a zero-grant from EU funds for their entire mobility period, as well as invited staff from enterprises undertaking inbound mobility.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- (c) Supporting documents: proof of attendance of the activity abroad as specified for "individual support" above.

### **II.16.2.4 Key Action 1 – Youth field**

#### **A. Travel**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the reported travel.
- (c) Supporting documents:
  - For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the participant specifying the place and start and end date of the activity abroad, as well as the name and e-mail address of the participant.
  - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other third party evidence (i.e. excluding auto-declaration by the participant or the beneficiaries) specifying the place of departure and the place of arrival.

B. Individual support (applicable exclusively for European Voluntary Service)]

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days/months per volunteer with the unit contribution applicable per day/month for the receiving country concerned as specified in Annex III of the Agreement. In the case of incomplete months for long-term mobilities, the grant amount is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit contribution per month.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad for the specified period.
- (c) Supporting documents:
  - proof of attendance of the activity abroad in the form of a declaration signed by the volunteer specifying the place and start and end date of the activity abroad, as well as the name and e-mail address of the volunteer;
  - proof of payment of the full amount of individual support due by the beneficiary to the volunteer in the form of a proof of transfer to the bank account of the volunteer or a receipt signed by the volunteer.

C. Organisational support

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days/months per participant with the unit contribution applicable per day/month for the receiving country concerned as specified in Annex III of the Agreement. In the case of incomplete months for long-term mobilities, the grant amount is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit contribution per month.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad for the specified period.
- (c) Supporting documents: Proofs of attendance of the activity abroad in the form of a declaration signed by the participant specifying the place and start and end date of the activity abroad, as well as the name and e-mail address of the participant.

D. Linguistic support (applicable exclusively for European Voluntary Service)

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of volunteers receiving linguistic support with the unit contribution as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the volunteer has actually undertaken language preparation in the language of work abroad.
- (c) Supporting documents:



- proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the volunteer, the language taught, the format and duration of the linguistic support provided, or
- invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
- in case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the volunteer, specifying the name of the volunteer, the language taught, the format and duration of the linguistic support received.

#### **II.16.2.5 Key Action 2 – Strategic Partnerships**

##### **A. Project management and implementation**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of months of the project duration by the unit contribution applicable to the beneficiary, as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency.
- (c) Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Dissemination Platform and, depending on their nature, available for checks and audits at the premises of the beneficiaries.

##### **B. Transnational project meetings**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations with the unit contribution applicable, as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually participated in the transnational project meeting and undertaken the reported travel.
- (c) Supporting documents:
  - For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
  - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is

located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

C. Intellectual outputs

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established, as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the intellectual output has been produced and that it is of an acceptable quality level, as determined by the evaluation of the NA.
- (c) Supporting documents:
  - proof of the intellectual output produced, which will be uploaded in the Dissemination Platform and/or, depending on its nature, available for checks and audits at the premises of the beneficiaries;
  - proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex III, the dates and the total number of days of work of the person for the production of the intellectual output;
  - proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, etc.), as registered in the official records of the beneficiary.

D. Multiplier events

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants from organisations other than the beneficiary and other project partner organisations as specified in the Agreement by the unit contribution applicable per participant, as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the multiplier event has taken place and that it is of an acceptable quality level, as determined by the evaluation of the NA.
- (c) Supporting documents:
  - Description of the multiplier event in the final report;
  - proof of attendance of the multiplier event in the form of a participants list signed by the participants specifying the name, date and place of the multiplier event, and for each participant: name, e-mail address and signature of the person, name and address of the sending organisation of the person;
  - detailed agenda and any documents used or distributed at the multiplier event.

E. Learning, teaching and training activities

(a) Calculation of the grant amount: the grant amount takes the form of a unit contribution towards the travel, individual support and linguistic support. It is calculated as follows:

- Travel: the grant amount is calculated by multiplying the number of participants with the unit contribution applicable to the distance band for the travel abroad, as specified in Annex III of the Agreement;
- Individual support: the grant amount is calculated by multiplying the number of days/months per participant with the unit contribution applicable per day/month for the type of participant and for the host country concerned, as specified in Annex III of the Agreement. In the case of incomplete months for activities exceeding 2 months, the grant amount is calculated by multiplying the number of days of the incomplete month with 1/30 of the unit contribution per month.
- Linguistic support: the grant amount is calculated by multiplying the total number of participants receiving linguistic support with the unit contribution applicable, as specified in Annex III of the Agreement.

(b) Triggering event:

- Travel: the triggering event for the entitlement to the grant is that the participant has actually undertaken the reported travel.
- Individual support: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity abroad.
- Linguistic support: the triggering event for the entitlement to the grant is that the participant has undertaken an activity abroad exceeding 2 months and that the person has actually undertaken language preparation in the language of instruction or work abroad.

(c) Supporting documents:

(i) Travel:

- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
- In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

(ii) Individual support

- Proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its start and end date;

(iii) Supporting documents:

- Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the linguistic support provided, or
- Invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
- In case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the participant, specifying the name of the participant, the language taught, the format and duration of the linguistic support received.

#### **II.16.2.6 Key Action 3 – Structured dialogue in the Youth field**

##### **A. Travel**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants per distance band with the unit contribution applicable to the distance band concerned, as specified in Annex III of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the reported travel.
- (c) Supporting documents:
  - For travel taking place between the place of residence of the participant and the receiving organisation: proof of attendance of the activity abroad in the form of a declaration signed by the participant specifying the place and start and end date of the activity, as well as the name and e-mail address of the participant;
  - In case of travel from a place different than place of residence of the participant and/or travel to a place different than that where the receiving organisation is located, the actual travel itinerary shall be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.

##### **B. Organisational support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days per participant with the unit contribution applicable per day for the receiving country concerned as specified in Annex III of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually attended the structured dialogue meeting for the specified period.
- (c) Supporting documents:

- Proofs of attendance of the structured dialogue meeting in the form of a declaration signed by the participant specifying the place and start and end date of the activity, as well as the name and e-mail address of the participant.

### **II.16.3. Conditions for the reimbursement of actual costs**

Where the grant takes the form of a reimbursement of actual costs, the following conditions shall apply:

- (a) they are incurred by the beneficiary;
- (b) they are incurred in the period set out in Article I.2.2.;
- (c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.3.2;
- (d) they are incurred in connection with the Project as described in Annex I and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- (f) they comply with the requirements of applicable tax and social legislation;
- (g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- (h) they are not covered by a unit contribution as specified in Article II.16.1.

### **II.16.4 Calculation of actual cost**

#### **II.16.4.1 Key Action 1 – Adult education, Higher education**

##### **A. Special needs support**

- Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- Eligible costs: costs that are indispensable to allow persons with disabilities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1.
- Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

##### **B. Exceptional costs**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.1 of the Agreement.
- (c) Supporting documents: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

#### **II.16.4.2 Key Action 1 – Vocational education and training**

##### **A. Special needs support**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs that are indispensable to allow persons with disabilities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1.
- (c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

##### **B. Exceptional costs**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs:
  - costs that are indispensable to allow learners with fewer opportunities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1
  - costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.1 of the Agreement.
- (c) Supporting documents:
  - In the case of costs related to the participation of learners with fewer opportunities: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
  - In the case of a financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address

of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

#### **II.16.4.3 Key Action 1 – Youth field**

##### **A. Special needs support**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs that are indispensable to allow persons with disabilities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1.
- (c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice

##### **B. Exceptional costs (applicable exclusively for Youth exchanges and European Voluntary Service)**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs:
  - costs related to visa, residence permits, vaccinations of participants in mobility activities abroad
  - costs for accommodation of participants in an Advance Planning Visit
  - costs in support of reinforced mentorship and specific preparation for the participation of young people with fewer opportunities
  - costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.1 of the Agreement.
- (c) Supporting documents:
  - In the case of costs related to visa, residence permits, vaccinations: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
  - In the case of costs for accommodation of participants in an Advance Planning Visit: proof of payment of accommodation costs on the basis of an invoice specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
  - In the case of costs in support of reinforced mentorship and specific preparation for the participation of young people with fewer opportunities: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;

- In the case of a financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

For Youth worker mobility only:

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs:
  - costs related to visa, residence permits, vaccinations of participants in mobility activities abroad
  - costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.1 of the Agreement.
- (c) Supporting documents:
  - In the case of costs related to visa, residence permits, vaccinations: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
  - In the case of a financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

#### **II.16.4.4 Key Action 2 –Strategic Partnerships**

##### **A. Special needs support**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs that are indispensable to allow persons with disabilities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1.
- (c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

##### **B. Exceptional costs**

- (a) Calculation of the grant amount: the grant equals the reimbursement of a) 75% of the eligible costs actually incurred or b) € 50.000 excluding the costs of a financial guarantee if required by the Agreement, whichever of both ceilings is the lowest.



(b) Eligible costs:

- Sub-contracting: sub-contracting and purchase of goods and services in so far as applied for by the beneficiary as specified in Annex I and in so far as approved by the NA as specified in Annex II;
- Financial guarantee: costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.1 of the Agreement.
- Cost related to the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary. The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee.

(c) Supporting documents:

- Sub-contracting: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- Financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.
- Depreciations costs: proof of the purchase, rental or lease of the equipment, as recorded in the beneficiary's accounting statements, justifying that these costs correspond to the period set out in Article I.2.2 and the rate of actual use for the purposes of the Project may be taken into account.

#### **II.16.4.5 Key Action 3 – Structured dialogue in the Youth field**

A. Special needs support

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs that are indispensable to allow persons with disabilities to participate in the Project and that are additional to costs supported by a unit contribution as specified in Article II.16.1.
- (c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

B. Exceptional costs

(a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.

(b) Eligible costs:

- costs related to visa, residence permits, vaccinations of participants in mobility activities abroad
- costs connected to (online) consultations and opinion polls of young people if necessary for the Project.

(c) Supporting documents:

- In the case of costs related to visa, residence permits, vaccinations: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
- In the case of costs connected to (online) consultations and opinion polls of young people: proof of payment of the costs incurred on the basis of an invoice specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

#### **II.16.5 Ineligible costs**

In addition to any other costs which do not fulfill the conditions set out in Articles II.16.1 and II.16.3, the following costs shall not be considered eligible:

- (a) return on capital;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of opening and operating bank accounts (including costs of transfers from the NA charged by the bank of the beneficiary);
- (h) costs declared by the beneficiary in the framework of another Project receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an Project awarded to the beneficiary when it already receives an operating grant financed from the Union budget during the period in question;

- (i) in the case of renting or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;
- (j) contributions in kind from third parties;
- (k) excessive or reckless expenditure;
- (l) VAT, when is considered as recoverable under the applicable national VAT legislation.

## **ARTICLE II.17 –FURTHER PAYMENT ARRANGEMENTS**

### **II.17.1 Financial guarantee**

Where payment of pre-financing is conditional on receipt of a financial guarantee, the financial guarantee shall fulfill the following conditions:

- (a) it is provided by a bank or an approved financial institution or, at the request of the coordinator and acceptance by the NA , by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the NA to have recourse against the principal debtor (i.e. the beneficiary concerned); and
- (c) it provides that it remains in force until the pre-financing is cleared against payment of the balance by the NA and, in case the payment of the balance is made in accordance with Article II.19 three months after the beneficiary was notified in accordance with Article II.19.3. The NA shall release the guarantee within the following month.

### **II.17.2 Suspension of the time limit for payment**

The NA may suspend the time limit for payment specified in Articles I.4.2 and I.4.4 at any time by formally notifying the coordinator that its request for payment cannot be met, either because it does not comply with the provisions of the Agreement, or because the appropriate supporting documents have not been produced, or because there is doubt about the eligibility of the costs declared in the interim or final reports.

The coordinator shall be notified as soon as possible of any such suspension, together with the reasons thereof.

Suspension shall take effect on the date when notification is sent by the NA. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension exceeds two months, the coordinator may request a decision by the NA on whether the suspension is to be continued.

Where the time limit for payment has been suspended following the rejection of one of the interim reports provided for by Article I.4.2 or the final report provided for by Article I.4.3 and the new report submitted is also rejected, the NA reserves the right to terminate the

Agreement in accordance with Article II.15.3.1(c), with the effects described in Article II.15.4.

### **II.17.3 Suspension of payments**

The NA may, at any time during the implementation of the Agreement, suspend the pre-financing payments, or payment of the balance for all beneficiaries:

- (a) if the NA has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the grant, or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the NA suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

Before suspending payments, the NA shall formally notify the coordinator of its intention to suspend payments, specifying the reasons thereof and, in the cases referred to in point (a) of the first subparagraph, the necessary conditions for resuming payments. The coordinator shall be invited to make any observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the NA decides to stop the procedure of payment suspension, the NA shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the NA decides to pursue the procedure of payment suspension, it may suspend payments by formally notifying the coordinator, specifying the reasons for the suspension and, in the cases referred to in point (a) of the first subparagraph, the definitive conditions for resuming payments or, in the case referred to in point (b) of the first subparagraph, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension of payments shall take effect on the date when the notification is sent by the NA.

In order to resume payments, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the NA of any progress made in this respect.

The NA shall, as soon as it considers that the conditions for resuming payments have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof.

During the period of suspension of payments and without prejudice to the right to suspend the implementation of the Project in accordance with Article II.14.1 or to terminate the Agreement or the participation of a beneficiary in accordance with Article II.15.1 and Article II.15.2, the coordinator is not entitled to submit any requests for payments referred to in Articles I.4.2 and I.4.3.

The corresponding requests for payments may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1

#### **II.17.4 Notification of amounts due**

The NA shall formally notify the amounts due, specifying whether it is a further pre-financing payment or the payment of the balance. In the case of payment of the balance, it shall also specify the final amount of the grant determined in accordance with Article II.18.

#### **II.17.5 Interest on late payment**

On expiry of the time limits for payment specified in Articles I.4.2, I.4.3 and I.4.4 and II.17.1, and without prejudice to Articles II.17.2 and II.17.3, the beneficiary is entitled to interest on late payment. The interest payable shall not be considered for the purposes of determining the final amount of grant within the meaning of Article II.18.3.

The interest payable shall be determined according to the provisions laid down in the national law applicable to the Agreement or in the rules of the NA.

In the absence of such provisions the interest payable shall be determined according to the following rules:

- (a) The late payment interest rate is the rate applied by the European Central Bank for its main refinancing operations in euros ("the reference rate"), plus three and a half points. The reference rate shall be the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.
- (b) The suspension of the time limit for payment in accordance with Article II.17.2 or of payment by the NA in accordance with Article II.17.3 may not be considered as late payment.
- (c) Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article II.17.7
- (d) By exception, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the beneficiary only upon request submitted within two months of receiving late payment.

#### **II.17.6 Currency for requests for payments and payments**

All payments by the NA shall be made in euro.

Where the beneficiary keeps its general accounts in euro, it shall convert costs incurred in another currency into euro according to its usual accounting practices.

Where the beneficiary keeps its general accounts in a currency other than the euro, it shall convert costs incurred in another currency into euro at the average of the daily exchange rates

published in the C series of *Official Journal of the European Union*, determined over the corresponding reporting period. Where no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

#### **II.17.7 Date of payment**

Payments by the NA shall be deemed to be effected on the date when they are debited to the NA's account unless the national law provides otherwise.

#### **II.17.8 Costs of payment transfers**

Costs of the payment transfers shall be borne in the following way:

- (a) costs of transfer charged by the bank of the NA shall be borne by the NA;
- (b) costs of transfer charged by the bank of a beneficiary shall be borne by the beneficiary;
- (c) all costs of repeated transfers caused by one of the parties shall be borne by the party which caused the repetition of the transfer.

#### **II.17.9 Payments to the coordinator**

Payments to the coordinator shall discharge the NA from its payment obligation.

### **ARTICLE II.18 – DETERMINING THE FINAL AMOUNT OF THE GRANT**

#### **II.18.1 Calculation of the final amount**

Without prejudice to Articles II.18.2, II.18.3 and II.18.4, the final amount of the grant shall be determined as follows:

- (a) where, the grant takes the form of the reimbursement of eligible costs, the amount obtained by application of the reimbursement rate specified in that Article to the eligible costs of the Project approved by the NA for the corresponding categories of costs and beneficiaries;
- (b) where the grant takes the form of a unit contribution, the amount obtained by multiplying the unit contribution specified that Article by the actual number of units approved by the NA for the corresponding beneficiaries;

Where Annex II provides for a combination of different forms of grant, these amounts shall be added.

#### **II.18.2 Maximum amount**

The total amount paid to the beneficiaries by the NA may in no circumstances exceed the maximum amount specified in Article I.3.1.

Where the amount determined in accordance with Article II.18.1 exceeds this maximum amount, the final amount of the grant shall be limited to the maximum amount specified in Article I.3.1

### **II.18.3 No-profit rule and taking into account of receipts**

**II.18.3.1** The grant may not produce a profit for the beneficiaries. "Profit" shall mean a surplus of the receipts over the eligible costs of the Project.

**II.18.3.2** The receipts to be taken into account are the consolidated receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the coordinator, which fall within one of the following two categories:

- (a) income generated by the Project; or
- (b) financial contributions specifically assigned by the donors to the financing of the eligible costs of the Project reimbursed by the NA in accordance with Article I.3.

**II.18.3.3** The following shall not be considered as receipts to be taken into account for the purpose of verifying whether the grant produces a profit for the beneficiaries:

- (a) financial contributions referred to in point (b) of Article II.18.3.2, which may be used by the beneficiaries to cover costs other than the eligible costs under the Agreement;
- (b) financial contributions referred to in point (b) of Article II.18.3.2, the unused part of which is not due to the donors at the end of the period set out in Article I.2.2.

**II.18.3.4** The eligible costs to be taken into account are the consolidated eligible costs approved by the NA for the categories of costs reimbursed in accordance with Article II.16.

**II.18.3.5** Where the final amount of the grant determined in accordance with Articles II.18.1 and II.18.2 would result in a profit for the beneficiaries, the profit shall be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the Project approved by the NA for the categories of costs referred to in Article II.16.3. This final rate shall be calculated on the basis of the final amount of the grant in the form referred to in Article I.3.1, as determined in accordance with Articles II.18.1 and II.18.2.

### **II.18.4 Reduction for poor, partial or late implementation**

If the Project is not implemented or is implemented poorly, partially or late, the NA may reduce the grant initially provided for, in line with the actual implementation of the Project according to the terms laid down in Annex III.

#### **II.18.5 Notification of the final grant amount**

The NA shall inform the coordinator of the final grant amount by way of a formal notification letter sent within 60 calendar days of receipt of the final report from the coordinator. The coordinator shall make any observations on the final grant amount within 30 calendar days from the receipt of notification letter.

In so far as the coordinator submits his observations to the NA within the authorised period, the NA shall analyse them and inform the coordinator of the final grant amount by way of a notification letter specifying the revised final grant amount within 30 calendar days of receipt of the observations from the coordinator.

The provisions set out in this Article are without prejudice to the possibility for the coordinator or the NA to take legal action against the other party in accordance with the provisions set out in Article I.8.2.

### **ARTICLE II.19 – RECOVERY**

#### **II.19.1 Recovery at the time of payment of the balance**

Where the payment of the balance takes the form of a recovery, the coordinator shall repay the NA the amount in question, even if it has not been the final recipient of the amount due.

#### **II.19.2 Recovery after payment of the balance**

Where an amount is to be recovered in accordance with Articles II.20.5 and II.20.6, the coordinator or the beneficiary concerned by the audit or OLAF findings shall repay the NA the amount in question. Where the audit findings do not concern a specific beneficiary, the coordinator shall repay the NA the amount in question, even if it has not been the final recipient of the amount due.

#### **II.19.3 Recovery procedure**

Before recovery, the NA shall formally notify through a notification letter the coordinator or the beneficiary concerned of its intention to recover the amount unduly paid, specifying the amount due and the reasons for recovery and inviting the beneficiary to make any observations within 30 calendar days from the receipt of notification letter.

In case the coordinator or the beneficiary concerned submits its observations within the period thereof, the NA shall send the related party a notification letter with the revised final grant amount, the amount due for reimbursement and the instructions for recovery.

If the coordinator or the beneficiary concerned has not reimbursed the amount due by the date specified in the notification letter or has not provided any observations by the due date,



the NA shall recover, whenever possible, the amount due by offsetting it against any amounts owed to the coordinator or the beneficiary concerned by the NA after informing him accordingly that the amount due for reimbursement will be deducted from a payment underway or from a future payment.

If the reimbursement has not been received from the coordinator or the beneficiary concerned following the above provisions the NA shall recover the amount due:

- (a) by drawing on the financial guarantee where provided for in accordance with Article I.4.1);
- (b) by taking legal action in accordance with national law as determined in accordance with Article I.8.

#### **II.19.4 Interest on late payment**

If payment has not been made by the date set out in the in notification letter the amount due shall bear interest at the rate established in Article II.17.5. Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date when the NA actually receives payment in full of the outstanding amount.

Any partial payment shall first be appropriated against charges and interest on late payment and then against the principal.

#### **II.19.5 Bank charges**

Bank charges incurred in connection with the recovery of the sums owed to the NA shall be borne by the beneficiary concerned except where Directive 2007/64/EC of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC applies.

### **ARTICLE II.20 – CHECKS AND AUDITS**

#### **II.20.1 Technical and financial checks or audits**

The NA and the Commission may carry out technical and financial checks and audits in relation to the use of the grant

Information and documents provided in the framework of checks or audits shall be treated on a confidential basis.

Checks and audits made by the NA and the Commission may be carried out either directly by its own staff or by any other outside body authorised to do so on their behalf. Checks and audits may be undertaken on the basis of desk checks at the premises of the NA, the

Commission or any person or body mandated by them, or they can take place on the spot at the premises of the beneficiary or sites and premises where the Project is or was carried out.

The beneficiaries shall grant the NA, the Commission as well as any person or body mandated by them a full right of access to all documents concerning the implementation of the Project, its results and the use of the grant in accordance with the terms and conditions of the present Agreement. The beneficiaries shall grant them also access to the sites and premises where the Project is or was carried out. This right of access shall be granted until five years after the date of the payment of the balance of the grant or the reimbursement thereof by the beneficiaries, unless a longer duration is required by the national law.

Checks and audits may be initiated during the implementation of the Agreement and for a period of five years starting from the date of payment of the balance. This period shall be limited to three years if the maximum amount specified in Article I.3.1 is not more than EUR 60 000.

The check or audit procedure shall be deemed to be initiated on the date of receipt of the letter of the NA announcing it.

#### **II.20.2 Duty to keep documents**

The beneficiaries shall keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, for a period of five years starting from the date of payment of the balance, unless a longer duration is required by the national law.

If the maximum amount specified in Article I.3.1 is not more than EUR 60 000, this period shall be limited to three years, unless a longer duration is required by the national law.

The periods set out in the first and second subparagraphs shall be longer if there are on-going audits, appeals, litigation or pursuit of claims concerning the grant.. In such cases, the beneficiaries shall keep the documents until such audits, appeals, litigation or pursuits of claims are closed.

#### **II.20.3 Obligation to provide information**

Where a check or audit is initiated before the payment of the balance, the coordinator shall provide any information, including information in electronic format, requested by the NA or by any other outside body authorised by it. Where appropriate, the NA may request such information to be provided directly by a beneficiary.

Where a check or audit is initiated after payment of the balance, such information shall be provided by the beneficiary concerned.

The NA may request this information in the context of checks and audits as referred to in Article II.20.1.

In case the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the NA may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit contribution insufficiently substantiated by information provided by the beneficiary as undue.

#### **II.20.4 Contradictory audit procedure**

On the basis of the findings established during any checks or audits, the NA shall send within 30 calendar days of the end of the check a provisional report to the beneficiary concerned, who shall have 30 calendar days from the date of receipt to submit its observations. The NA shall send its final report to the beneficiary within 30 calendar days of expiry of the time limit for submission of observations by the beneficiary concerned.

#### **II.20.5 Effects of findings of audit and checks**

On the basis of the final findings of audits or checks, the NA may take the measures which it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, in accordance with Article II.19.

In the case of final findings of audits or checks made after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.18, and the total amount paid to the beneficiaries under the Agreement for the implementation of the Project

#### **II.20.6 Checks and inspections by OLAF**

The European Anti-Fraud Office (OLAF) may carry out investigations including on-the-spot checks and inspections, in accordance with the provisions and procedures laid down in (i) Regulation (EU, Euratom) No. 883/2013 of the European Parliament and of the Council concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) no. 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) no. 1074/1999 and (ii) Council Regulation (Euratom, EC) No. 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities with a view to establishing whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the Union in connection with this grant decision.

#### **II.20.9 Checks and audits by the European Court of Auditors**

The European Court of Auditors shall have the same rights as the NA and the Commission, notably right of access, for the purpose of checks and audits.

## **ARTICLE II.21 – MONITORING AND EVALUATION**

### **II.21.1 Monitoring and evaluation of the Project**

The beneficiaries accept to participate in and contribute to monitoring and evaluation activities organised by the NA and the European Commission as well as by any persons and bodies mandated by them.

In this context, the beneficiaries shall grant the NA, the European Commission as well as any persons and bodies mandated by them a full right of access to all documents concerning the implementation of the Project and its results. This right of access shall be granted until five years after the date of the payment of the balance of the grant or the reimbursement thereof by the beneficiaries.

### **II.21.2 Periodic assessment of unit contributions**

The beneficiaries accept that the NA and the Commission may check the statutory records of the beneficiaries for the purpose of periodic assessments of unit contribution levels.

Such checks shall not result in an adjustment of the final grant amount under this Agreement, but may be used by the NA and the Commission in view of possible future updates of unit contribution levels.

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## **ANNEX I – Description of the project**

**Agreement Number: 2014-1-IS01-KA202-000180**

The beneficiary will implement the Project as described in the grant application with submission code: 1090042 with the exception of planned Intellectual Outputs/ Multiplier events/ Learning/teaching/training Activities that are not listed in this annex<sup>2</sup>:

1A Intellectual Outputs

1B Multiplier events

1 C Learning/teaching /training activities

### **1A Intellectual Outputs**

Output identification: O2

Output title: Workplacement Manual

Output identification: O4

Output title: Inventory of needs report

Output identification: O5

Output title: Report from review meetings and Quality Inspectors

### **1 B Multiplier Events**

Event identifier: E1

Event title: Local network meetings

Event identifier: E2

Event title: Final conference

Event identifier: E3

Event title: National and international events

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<sup>2</sup> The NA shall list only approved Intellectual Outputs/ Multiplier events/ Learning/teaching /training Activities and exclude those that have been refused

## 1 C Learning/Teaching/Training Activities

| Activity type                              | Total number of participants | Total Duration (days) |
|--|------------------------------|-----------------------|
| Long-term teaching or training assignments |                              |                       |
| Short-term joint staff training events     |                              |                       |
| Blended mobility of VET learners           |                              |                       |
| Accompanying persons                       |                              |                       |
| Total                                      | 0                            | 0                     |

## ANNEX II – Estimated budget

Agreement Number: 2014-1-IS01-KA202-000180

### Budget Summary

| Budget items                          | Total per project, in Euros |
|---------------------------------------|-----------------------------|
| Project management and Implementation | 42.000.-                    |
| Transnational Project meetings        | 37.870.-                    |
| Intellectual outputs                  | 90.234                      |
| Multiplier events                     | 16.200                      |
| Travel                                |                             |
| Individual support                    |                             |
| Linguistic support                    |                             |
| Special Needs Support                 |                             |
| Exceptional Costs                     | 931.-                       |
| Total Calculated                      | 187.235.-                   |
| Total Granted                         | 187.235.-                   |

## ANNEX III – FINANCIAL and CONTRACTUAL RULES

### I. INTRODUCTION

This annex complements the rules applicable to the use of the grant under the different budget categories applicable to the Project as specified in the Agreement. These clarifications are contained in section II.

In section III, it specifies the rates applicable to the budget categories for which unit contributions apply as specified in Article II.16.2 of the Agreement.

Section IV provides an overview of the types of checks that the beneficiary may be subject to and the related supporting documents.

### II. COMPLEMENTARY FINANCIAL AND CONTRACTUAL RULES

#### Key Action 2 – Strategic Partnerships

##### A. Eligibility of activities

- The beneficiaries shall ensure that the activities undertaken with grant support for the project are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.
- Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex shall be declared ineligible by the NA and the grant amounts corresponding to the activities concerned shall be reimbursed in full. The reimbursement shall cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.
- The eligible minimum duration of mobility activities specified in the Programme Guide is the minimum duration of the activity excluding time for travel.

##### B. Eligibility of expenses

###### 1. General

- Expenses will be considered only for the budget categories for which funding is awarded by the NA as specified in Annex II.
- Budget transfers shall respect the limits set in Article I.3.2 of the Agreement. No budget transfer is allowed to a budget category for which no grant was requested in the grant application or for which no grant was awarded by the NA as specified in Annex II. The only exception refers to the budget category "special needs support" to which a budget transfer may take place also in the case that no grant support was requested in the grant application.

###### 2. Project management and implementation



- The beneficiaries shall implement the activities and produce the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency in the Agreement.
- The beneficiaries shall agree on the distribution of the amount between them depending on their respective workload and contribution to the project activities and results.
- The coordinator shall report on the project activities and results on behalf of the Project as a whole.

### 3. Transnational project meetings

- The coordinator shall report on the number of participations in transnational project meetings in the Mobility Tool. For each participation, the name of the participant, the places of origin and venue will be recorded, and determine the distance band on the basis of the on-line distance calculator. Mobility Tool will calculate the grant amount automatically on the basis of the applicable unit cost.
- By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary shall provide the reason for this difference in Mobility Tool.
- In all cases, the beneficiaries shall be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.
- In order to maximise the impact of the project on the organisations participating in the project, the venue of transnational project meetings shall be in the locality of the respective beneficiary as specified in the grant application and approved by the National Agency. Unless already foreseen in Annex I as approved by the National Agency, exceptions to this rule have to be justified by the beneficiary and formally approved by the NA prior to the related meeting.
- Participation in Transnational project meetings taking place in the country of the Beneficiary is eligible under this budget category, provided that the activities involve participants from Project beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.

### 4. Intellectual outputs

- The beneficiaries shall develop the intellectual outputs proposed in the grant application and as approved by the NA in the Agreement.
- The coordinator shall report on the activities undertaken and results produced in Mobility Tool on behalf of the Project as a whole. The coordinator shall provide documentary evidence of the project results of the Project as a whole, which shall be uploaded at the latest at final report stage in the Dissemination Platform.
- The coordinator shall report in Mobility Tool the number of days of work per category of staff for each of the beneficiaries on the basis of time sheets kept to that effect per person cooperating directly on the development of intellectual outputs. Mobility Tool will calculate the grant amount automatically on the basis of the applicable unit costs for the category of staff and country concerned.
- To be considered as "staff" for the development of intellectual outputs, the persons have to be, either on a professional or voluntary basis, involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff. In all cases, the beneficiaries have to be able to demonstrate the formal link with the staff member concerned, whether the person is involved in the Project on a professional or voluntary basis.

Nota bene: staff working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below.

- The staff category applicable to each person has to be one of the four categories listed in section III of this Annex. In the case of staff working on a voluntary basis, the category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output.
- The staff categories "manager" and "administrative staff" can be used only if applied for and approved by the NA, as specified in Annex II.

## 5. Multiplier events

- The organisation of multiplier events is eligible only if applied for and approved by the National Agency in Annex II of the Agreement.
- In the case that the beneficiaries do not develop the Intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several Intellectual outputs but the only some of them are ultimately realised, the NA will determine to which extent each of the related Multiplier events is eligible for grant support.

- Only participants from organisations other than the beneficiaries can be counted in for the number of persons on the basis of which the grant amount is established.
- Multiplier events can take place only in the Programme Countries in which the beneficiaries are located.

#### 6. Transnational learning, teaching and training activities

- The coordinator shall record all Transnational learning, teaching and training activities in the Mobility Tool. If necessary, the beneficiary may add one day for travel directly before the first day of the activity abroad and one day for travel directly following the last day of the activity abroad; these extra days for travel will be considered for the calculation of the individual support.
- In case no travel took place, the coordinator shall report that situation accordingly in Mobility Tool for each participant concerned. For the establishment of the distance band applicable, the coordinator shall use the on-line distance calculator available on the Commission's website at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). By default, the place of departure is understood as the place where the sending organisation is located and the place of arrival as the place where the hosting organisation is located. If a different place of departure or arrival is reported, the coordinator shall provide the reason for this difference in Mobility Tool.
- The coordinator shall report for each participant undertaking a learning, teaching or training activity abroad of more than 2 months whether linguistic preparation was undertaken with the support of the grant awarded for linguistic support.
- Mobility Tool will calculate the grant amounts for travel, individual support and linguistic support based on the applicable unit cost rates.
- Participants in the learning, teaching and training activities shall report on this activity via an on-line questionnaire providing their feedback in terms of factual information and their appreciation of the activity period abroad, as well as of its preparation and follow-up. Such feedback will, however, not be required for activities of less than 2 months of pupils in school education.
- Eligible Transnational learning, teaching and training activities are:
  - Blended mobility combining short-term physical mobility (5 days to 2 months) with virtual mobility;
  - Long-term teaching or training assignments (2 to 12 months);
  - Short-term joint staff training events (5 days to 2 months).

- Transnational training, teaching or learning activities must take place in the countries in which the beneficiaries are located. However, activities of learners as well as long-term activities of staff or youth workers from or to Partner Countries are not eligible.
- Participation of persons in Transnational learning, teaching and training activities taking place in their own country is eligible under this budget category, provided that the activities involve participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.
- Eligible participants in Transnational learning, teaching and training activities are persons who have a direct link with a beneficiary organisation in one of the following capacities, as follows:
  - Students registered in a participating HEI and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification, up to and including the level of doctorate (in Intensive Study Programmes and blended mobility activities);
  - Apprentices, VET students, adult learners, and young people in blended mobility;
  - Pupils of any age, accompanied by school staff (in short-term exchanges of groups of pupils);
  - Pupils aged 14 or older enrolled in full-time education at a school participating in the Strategic Partnership (in long-term study mobility of pupils);
  - Professors, teachers, trainers and educational and administrative staff employed at a participating organisation, youth workers.

In all cases, the beneficiaries shall be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or a voluntary basis) or as learners.

## 7. Special needs support

- The coordinator shall report in the Mobility Tool whether additional grant support for special needs support was used for any of the participants with special needs. The coordinator shall report in Mobility Tool the type of additional expenses as well as the actual amount of related additional costs incurred.
- The use of Special needs support is not limited to support participants with special needs taking part in Transnational learning, teaching and training activities, but applies to participants with special needs in any of the approved Project activities.

## 8. Exceptional costs

- Exceptional costs can cover only the costs stipulated in Article II.16.4 of the Agreement.
- Grant support for exceptional costs can be claimed only for sub-contracting of goods and services and depreciation costs of equipment or other assets purchase and for a financial guarantee if required by the Agreement. Sub-contracting of services is limited to services that cannot be provided by the beneficiaries for duly justified reasons. Equipment cannot include normal office equipment (such as PCs, laptops, printers, beamers, etc.) or equipment used by the beneficiaries for their normal activities (such as equipment for computer classes or training purposes that are part of the normal curriculum).
- The coordinator shall report in the Mobility Tool the type of expenses and actual costs incurred for exceptional costs.
- The same type of costs cannot be claimed both under grant items based on unit costs and grant items based on real costs incurred.
- In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed. Cost related to the depreciation of equipment or other assets (new or second-hand) shall be calculated by reference to the cost recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.
- For exceptional costs, the coordinator is required to provide all supporting documents at final report stage.

#### C. Grant reduction for poor, partial or late implementation

- Poor, partial or late implementation of the Project will be established by the NA on the basis of:
  - The final report submitted by the coordinator;
  - The products and outputs produced by the project;
  - If applicable, reports from individual persons taking part in Transnational learning, teaching and training activities.
- The NA may consider also information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, desk checks or on the spot checks undertaken by the NA.
- The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores less than 50 points in total, the NA will reduce

the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.

- The final report, products and outputs will be assessed by the NA in conjunction with the reports from the mobility participants if any, using a common set of quality criteria focusing on:
  - The extent to which the project was implemented in line with the approved grant application
  - The quality of activities undertaken
  - The quality of the products and outputs produced
  - The learning outcomes and impact on participants
  - The impact on the participating organisations
  - In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants
  - The quality and scope of the dissemination activities undertaken
  - The potential wider impact of the project on individuals and organisations beyond the beneficiaries
- A grant reduction based on poor, partial or late implementation will be applied to the total final amount of eligible expenses and will be of:
  - 25% if the final report scores between 41 and 50 points both included;
  - 50% if the final report scores between 26 and 40 points both included;
  - 75% if the final report scores between 0 and 25 points both included.

### III. Rates applicable for contributions to unit costs

#### 1. Project management and implementation

|   |
|---|
| Contribution to the activities of the coordinating organisation:<br><br><b>500 EUR</b> per month  |
| Contribution to the activities of the other participating organisations:<br><br><b>250 EUR</b> per participating organisation per month |
| Maximum amount in the case of 10 Beneficiaries or more:<br><br><b>2750 EUR</b> per month for the Project as a whole                     |

#### 2. Transnational project meetings

|  |
|--|
| For travel distances between 100 and 1999KM:<br><br><b>575 EUR</b> per participant per meeting |
| For travel distances of 2000 KM or more:<br><br><b>760 EUR</b> per participant per meeting     |
| Maximum amount:<br><br><b>23 000 EUR</b> per year for the project as a whole                   |

Nota bene: the "travel distance" represents the distance between the place of origin and the venue

### 3. Intellectual outputs

| Programme Countries  | Manager               | Teacher/Trainer<br>/Researcher/<br>Youth worker | Technician | Administrative<br>staff |
|--|-----------------------|---|------------|-------------------------|
|  | Amount per day in EUR |   |            |                         |
| Denmark, Ireland, Luxembourg,<br>Netherlands, Austria, Sweden,<br>Liechtenstein, Norway  | 294                   | 241   | 190        | 157                     |
| Belgium, Germany, France, Italy, Finland,<br>United Kingdom, Iceland   | 280                   | 214   | 162        | 131                     |
| Czech Republic, Greece, Spain, Cyprus,<br>Malta, Portugal, Slovenia  | 164                   | 137   | 102        | 78                      |
| Bulgaria, Estonia, Croatia, Latvia,<br>Lithuania, Hungary, Poland, Romania,<br>Slovakia former Yugoslav Republic of<br>Macedonia, Turkey | 88                    | 74  | 55         | 39                      |

### Partner Countries

|  | Manager               | Teacher/Trainer/<br>Researcher/<br>Youth worker | Technician | Administrative<br>staff |
|--|-----------------------|---|------------|-------------------------|
|  | Amount per day in EUR |   |            |                         |
| Australia, Canada, Kuwait, Macao, Monaco, Qatar, San Marino, Switzerland, United States of America   | 294                   | 241   | 190        | 157                     |
| Andorra, Brunei, Japan, New Zealand, Singapore, United Arab Emirates, Vatican City State   | 280                   | 214   | 162        | 131                     |
| Bahamas, Bahrain, Equatorial Guinea, Hong Kong, Israel, Korea (Republic of), Oman, Saudi Arabia, Taiwan  | 164                   | 137   | 102        | 78                      |
| Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bangladesh, Barbados, Chile, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comoros, Congo (Brazzaville), Congo (Kinshasa), Cook Islands, Costa Rica, Cuba, Djibouti, Dominica, Dominican Republic, East Timor, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea (Republic of), Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Ivory Coast, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea (DPR), Kosovo, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Niue, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Russian Federation, Rwanda, Samoa, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, St. Lucia, St. Vincent and the Grenadines, St. Kitts and Nevis, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe | 88                    | 74  | 55         | 39                      |



#### 4. Multiplier events

**100 EUR** per local participant

(i.e. participants from the country where the event is taking place)

**200 EUR** per international participant (i.e. participants from other countries)

Maximum **30 000 EUR** for the project as a whole

#### 5. Transnational training, teaching and learning activities

##### 5.a. Travel

For travel distances between 100 and 1 999KM:

**275 EUR** per participant

For travel distances of 2 000KM or more:

**360 EUR** per participant

Nota bene: the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

##### 5.b. Individual support

###### Short-term activities

|  |   |
|--|---|
| Short term joint staff training events   | up to the 14 <sup>th</sup> day of activity: <b>100 EUR</b> per day per participant<br>+<br>between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: <b>70 EUR</b> per day per participant |
| Short term activities for learners (blended mobility, short term pupils' mobility, intensive programmes) | up to the 14 <sup>th</sup> day of activity: <b>55 EUR</b> per day per participant<br>+<br>between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: <b>40 EUR</b> per day per participant  |

###### Long-term activities

|  |  |
|--|--|
| Long term teaching or training assignments | up to the 14 <sup>th</sup> day of activity: <b>B1.5</b> per day per participant<br>+<br>between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: <b>B1.6</b> per day per participant |
| Long term mobility of youth workers        | +<br>between the 61 <sup>th</sup> day of activity and up to 12 months: <b>B1.7</b> per day per participant   |
| Long term mobility of pupils               | <b>B1.8</b> per month per participant  |

| Receiving country                            | Long-term teaching or training assignments - mobility of youth workers |             |             | Long-term activities of pupils |
|--|--|-------------|-------------|--------------------------------|
|  | in EUR per day   |             |             | in EUR per month               |
|  | <b>B1.5</b>  | <b>B1.6</b> | <b>B1.7</b> | <b>B1.8</b>                    |
| <b>Belgium</b>                               | 105  | 74          | 53          | 110                            |
| <b>Bulgaria</b>                              | 105  | 74          | 53          | 70                             |
| <b>Czech Republic</b>                        | 105  | 74          | 53          | 90                             |
| <b>Denmark</b>                               | 120  | 84          | 60          | 145                            |
| <b>Germany</b>                               | 90   | 63          | 45          | 110                            |
| <b>Estonia</b>                               | 75   | 53          | 38          | 85                             |
| <b>Ireland</b>                               | 120  | 84          | 60          | 125                            |
| <b>Greece</b>                                | 105  | 74          | 53          | 100                            |
| <b>Spain</b>                                 | 90   | 63          | 45          | 105                            |
| <b>France</b>                                | 105  | 74          | 53          | 115                            |
| <b>Croatia</b>                               | 75   | 53          | 38          | 90                             |
| <b>Italy</b>                                 | 105  | 74          | 53          | 115                            |
| <b>Cyprus</b>                                | 105  | 74          | 53          | 110                            |
| <b>Latvia</b>                                | 90   | 63          | 45          | 80                             |
| <b>Lithuania</b>                             | 75   | 53          | 38          | 80                             |
| <b>Luxembourg</b>                            | 105  | 74          | 53          | 110                            |
| <b>Hungary</b>                               | 105  | 74          | 53          | 90                             |
| <b>Malta</b>                                 | 90   | 63          | 45          | 110                            |
| <b>Netherlands</b>                           | 120  | 84          | 60          | 110                            |
| <b>Austria</b>                               | 105  | 74          | 53          | 115                            |
| <b>Poland</b>                                | 105  | 74          | 53          | 85                             |
| <b>Portugal</b>                              | 90   | 63          | 45          | 100                            |
| <b>Romania</b>                               | 105  | 74          | 53          | 60                             |
| <b>Slovenia</b>                              | 75   | 53          | 38          | 85                             |
| <b>Slovakia</b>                              | 90   | 63          | 45          | 95                             |
| <b>Finland</b>                               | 105  | 74          | 53          | 125                            |
| <b>Sweden</b>                                | 120  | 84          | 60          | 115                            |
| <b>United Kingdom</b>                        | 120  | 84          | 60          | 140                            |
| <b>former Yugoslav Republic of Macedonia</b> | 90   | 63          | 45          | 60                             |
| <b>Iceland</b>                               | 105  | 74          | 53          | 135                            |
| <b>Liechtenstein</b>                         | 105  | 74          | 53          | 120                            |
| <b>Norway</b>                                | 105  | 74          | 53          | 135                            |
| <b>Turkey</b>                                | 105  | 74          | 53          | 80                             |

### 5.c. Linguistic support

Only for long-term activities as specified in 5.b. above: **150 EUR** per participant

#### **IV. Provision of supporting documents**

In accordance with Article II.27, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled. To that effect, the beneficiaries may be subject to the following types of checks:

- Final report check: NA check at final report stage undertaken at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled. This type of check will be undertaken in all cases;
- Desk check: in-depth check of supporting documents at the NA premises, usually at or after final report stage, if the Agreement is included in the NA sample for desk checks required by the European Commission or if the NA included the Agreement for a targeted desk check based on its risk assessment;
- On the spot check: check at the premises of the beneficiaries or at any other relevant premise for the execution of the Project. The beneficiaries may be subject to an on the spot check if the Agreement is included in the NA sample for on the spot checks required by the European Commission or if the NA included the Agreement for a targeted on the spot check based on its risk assessment. There are three types of possible on the spot checks:
  - On the spot check during action: check undertaken during the implementation of the Project
  - On the spot check after action: check undertaken after the end of the Project and usually after the final report check;

The table below specifies the subject of the NA verification for each budget category under the different types of checks. The beneficiaries shall note that the NA may request for any type of check also supporting documents or evidence that are typically specified for another type of check in the table below.

In view of checks, the coordinator shall supply supporting documents in original, including for supporting documents from the other beneficiaries. In so far as any of the beneficiaries is legally not authorised to send original documents for final report or desk checks, the beneficiary concerned may send a copy thereof instead. The NA shall return original supporting documents to the coordinator upon its analysis thereof.

## Key Action 2- Strategic Partnerships

| <b>Budget category</b>                                       | <b>Final report check</b>  | <b>Desk check</b>   | <b>On-the-spot check during action</b>                       | <b>On-the spot check after action</b>   |
|--|--|---|--|---|
| <b>Project management and implementation</b>                 | Final report<br><br>Project results uploaded in Dissemination Platform | Final report<br><br>Supporting documents specified in Article II.16.2 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.2<br><br>Recording of Project expense in beneficiary accounts |
| <b>Transnational project meetings</b>                        | Final report   | Final report<br><br>Supporting documents specified in Article II.16.2 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.2<br><br>Recording of Project expense in beneficiary accounts |
| <b>Intellectual outputs</b>                                  | Final report<br><br>Project results uploaded in Dissemination Platform | Final report<br><br>Supporting documents specified in Article II.16.2 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.2<br><br>Recording of Project expense in beneficiary accounts |
| <b>Multiplier events</b>                                     | Final report   | Final report<br><br>Supporting documents specified in Article II.16.2 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.2<br><br>Recording of Project expense in beneficiary accounts |
| <b>Transnational learning, teaching, training activities</b> | Final report   | Final report<br><br>Supporting documents specified in Article II.16.2 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.2<br><br>Recording of Project expense in                      |

| <b>Budget category</b>       | <b>Final report check</b>   | <b>Desk check</b>   | <b>On-the-spot check during action</b>                       | <b>On-the spot check after action</b>   |
|------------------------------|---|---|--|---|
|                              |   |   |  | beneficiary accounts  |
| <b>Special needs support</b> | Final report  | Final report<br><br>Supporting documents specified in Article II.16.4 | Reality and eligibility of the activity and the participants | Final report<br><br>Supporting documents specified in Article II.16.4<br><br>Recording of Project expense in beneficiary accounts |
| <b>Exceptional costs</b>     | Final report<br><br>Supporting documents specified in Article II.16.4 | Final report<br><br>Supporting documents specified in Article II.16.4 | Reality and eligibility of the activity                      | Final report<br><br>Supporting documents specified in Article II.16.4<br><br>Recording of Project expense in beneficiary accounts |